

**Job Vacancy: Sales and Customer Service Consultant at Best of Suffolk Ltd,  
[www.bestofsuffolk.co.uk](http://www.bestofsuffolk.co.uk)**

Location: Lime Tree Farm, Badingham, Suffolk, IP13 8LU

This new role will suit a driven and experienced person with strong sales skills. You'll be motivated, organised and hardworking, enjoying rising to new challenges.

You'll join our friendly and busy team of five full-time and 1 part-time members of staff.

**Your main responsibilities will be:-**

- Converting holiday cottage enquiries into bookings by phone and email
- Talking with property owners about the details of their bookings
- Writing welcome files and arrival details for new properties
- Talking to potential new holiday cottage owners about Best of Suffolk's service
- Liaising with guests after they have booked, taking payments, sending booking confirmations, invoices, arrival details, returning good housekeeping deposits and answering any questions they may have.

**Here are the skills you'll need:**

- Strong sales skills: You'll have previous sales experience and enjoy the challenge of meeting sales targets, constantly looking for opportunities to increase sales.
- A positive and professional approach and a willingness to go the extra mile for customers.
- Strong organisational skills: you'll be able to think on your feet, can prioritise your work quickly and work well under your own steam.
- You'll like solving problems and have a confident and calm approach thrive under pressure
- Excellent communication skills, both written and oral
- Good computer skills
- You'll adapt well to change: our business is growing quickly and there are likely to be opportunities for development in the future.
- A team player: at Best of Suffolk we all pull together to get the job done.

**How to apply:**

If this sounds like you then we'd love to hear from you. Send your CV and a covering email that explains why you think you are the right person for the job to Janet Hogg, Operations Manager: [janet@bestofsuffolk.co.uk](mailto:janet@bestofsuffolk.co.uk).

The deadline for your CV application is Friday 30<sup>th</sup> July but if we find the right person before then we'll close the applications earlier, so don't delay!

**About Best of Suffolk:**

Founded by Alex and Naomi Tarry in 2006, Best of Suffolk is the leading specialist for stylish holiday cottages, with a growing portfolio of 100 inspiring places to stay. We are passionate about the business and believe that the difference is in the detail which is why every Best of Suffolk property has a stylish interior and comes with luxury cotton bed linen and wonderful fluffy bath sheets – in fact all the essentials you'd need for an indulgent break. Our holiday cottages are often written about in the national press, take a look at our website for details: [www.bestofsuffolk.co.uk/press.asp](http://www.bestofsuffolk.co.uk/press.asp)